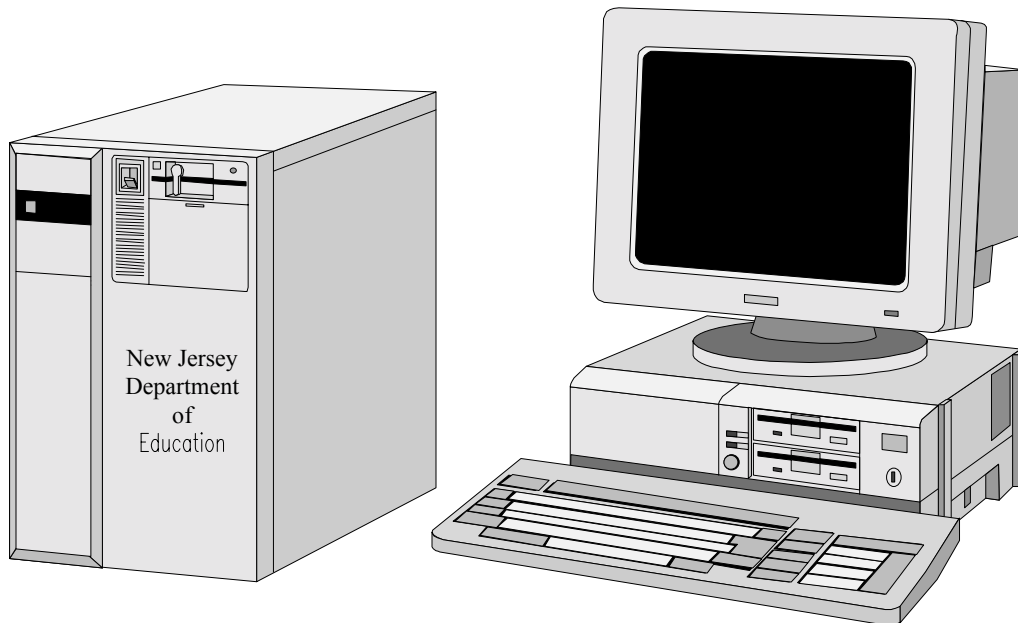


# New Jersey Department of Education

Technical Manual

## 2002-2003 School Register Summary Charter School Version



ELECTRONIC DATA COLLECTION

Division of Finance  
Office of Fiscal Standards and Efficiency

June 2003

### **General requirements for Charter School Submission of School Register Summary (2002-2003)**

Electronic Data Collection (EDC) of the School Register Summary (SRS) is mandatory for all New Jersey school districts and Charter Schools. For Charter Schools, the process for receiving and transmitting the 2002-2003 School Register Summary will be performed through the use of 3.5-inch diskettes.

There are warning edits in the program generated by comparing Fall Survey data to the data being submitted for the School Register Summary. Any deviation of +/- 10% between the program calculated average daily enrollment (ADE) and Fall Survey data generates a warning edit. This warning edit is meant to highlight potential keypunching errors; the data is not necessarily incorrect. Warning edits will allow a district to transmit the information but **must** be verified and signed off by the Chief School Administrator before submission to the Department of Education. A transmittal letter for signature will automatically print when transferring to the diskette.

If there has been a new grade or new special education self-contained program **added** to a particular school since Fall Survey, a memo to the Department of Education will be required to document the change. The application will allow for that new grade or new special education classification to be entered. All grades and special education programs will appear on your computer screen, regardless of the presence of a particular grade or program on the district's Fall Survey. The grades and programs that did not exist at 2002 Fall Survey will simply reflect a 0 under the Fall Survey Enrollment column.

Directions on how to maintain the school registers during the year are contained in the publication, New Jersey School Register (A1).

**ROUNDING:** The computer program will only accept whole numbers for input. Round numbers to the nearest whole day. Any value of .5 and above should be rounded up, any value below, rounded down. For example, 1.5 would be entered as 2 while 1.4 would be entered as 1.

Transfer of data via diskette, transmittal letters and applicable memo changes are due to the Department of Education by June 27, 2003 or 5 days after the close of school, whichever is later. Mail the diskette, transmittal letter and any applicable memo changes to:

New Jersey Department of Education  
Attn: Heather Leary, Division of Finance, 1st Floor  
100 River View Plaza  
P.O. Box 500  
Trenton, NJ 08625-0500

**TECHNICAL MANUAL**  
**2002-2003 SCHOOL REGISTER SUMMARY**  
**Charter School Version**

SECTION I - COMPUTER REQUIREMENTS AND CONVENTIONS

**HARDWARE REQUIREMENTS**

You will use the installation diskette to load the files on the PC of your choice. In any location, you will need MS-DOS version 3.3 or higher to install and run the school register program. The following hardware is needed:

- Any personal computer (PC) that is IBM compatible.
- A hard disk drive with approximately one megabyte (1 MB) of free disk space.
- A 3-1/2 inch floppy disk drive to accommodate a double-sided high-density diskette (DS, HD).
- A stand-alone standard dot matrix or laser printer.
- The instructions contained in this manual assume that your floppy disk drive is A and that your hard disk drive is C. However, your PC's floppy disk drive may be B, and your hard drive may be designated with another letter.

**CONVENTIONS**

The conventions listed below are used throughout this program and manual.

- Use the **Up/Down** Arrow keys to highlight your choice if it appears on the screen.
- On some menu screens, you can enter the first letter of the word you are choosing to move the cursor to the next choice beginning with that letter. For example, to "Exit System" from the Main Menu, you can enter the letter "E."
- If a choice does not appear on the current screen, use the **PgUp/PgDn** or **Up/Down** Arrow keys to move to a different screen.
- When your choice is highlighted, press the **ENTER** key to select it. (On some keyboards, that key is labeled **RETURN**.)
- Press the escape key (**Esc**) to exit the selection.
- **CTRL+X** (X=a key) indicates that you hold down the control (**Ctrl**) key while pressing another key. For example, **Ctrl+C**.
- To leave the program, highlight the "Exit System" choice at the bottom of the main menu and press **ENTER**. (When you select Exit System, data you have entered will be stored on your hard drive. You can re-access the program at any time without having to re-enter data.)
- You will hear a tone if you attempt to enter data or select a menu choice that is not valid.

## SECTION II - BEGINNING THE INSTALLATION PROCESS

### General Instructions - Beginning the Installation Process

Make sure you have access to the MS-DOS Command Prompt. You can get this by choosing “Command Prompt” from the Windows Start ... Programs menu (Command Prompt is sometimes placed in the Accessories group).

Assuming that your floppy disk drive is A, type **A:INSTSRS** to install the program from the installation diskette onto your hard drive and press **ENTER** (or the **RETURN** key).

Example:           C:\>**A:INSTSRS**

The message “Installation Procedure” should appear. Press **ENTER** (or the **RETURN** key) to start the installation procedure.

IF THE MESSAGE “INSTALLATION ALREADY PERFORMED” APPEARS, THE PROGRAM WAS PREVIOUSLY INSTALLED ON THE PC’S HARD DRIVE. IF IT IS REINSTALLED, IT WILL OVERWRITE ALL EXISTING DATA.

The message “COPYING PROGRAM FILES, PLEASE WAIT” should appear.

Due to the large amount of data, it has been compressed in order to fit on the installation diskette. During the installation process, it will be automatically decompressed. You will see a message on the screen during this process.

When the installation has been completed, the message “Installation Complete” will appear. Remove the diskette from the drive and store it in a safe place. Type SRS to start the program.

## SECTION III - RUNNING THE SYSTEM

### ACCESSING THE PROGRAM - First Time ONLY

It is strongly recommended that you access the program immediately after you install the program information to the hard drive of the workstation of your choice and that you complete the following:

- District Identification Section.
- Print Forms for Schools

At the DOS prompt/SRS02 sub-directory, enter **SRS** and press **ENTER** to start the program.

Example:           C:\SRS02>**SRS**

A District Identification menu appears.

### DISTRICT IDENTIFICATION

In order to use the program, you must first select your charter school. This process is completed only once.

1. Use the **Up/Down** Arrow keys (or **PgUp/PgDn**) to highlight Charters. When highlighted, press **ENTER** to select it.

2. Use the **Up/Down** Arrow keys (or **PgUp/PgDn**, or enter the first letter of your charter school name) to highlight the name of your charter school. When highlighted, press **ENTER**.

An Identification Confirmation screen will appear.

3. If the charter school name is not correct, enter **N** for No, and re-select your charter school name.

If the charter school name is correct, enter **Y** for Yes.

The message "Preparing Files - Please Wait" appears.

During the "Preparing Files" process, data for your school will be automatically entered into a database for edit checking purposes only. This process may take several seconds depending upon your PC configuration and the amount of data.

After program files are prepared, the Main Menu appears (see Figure 1).

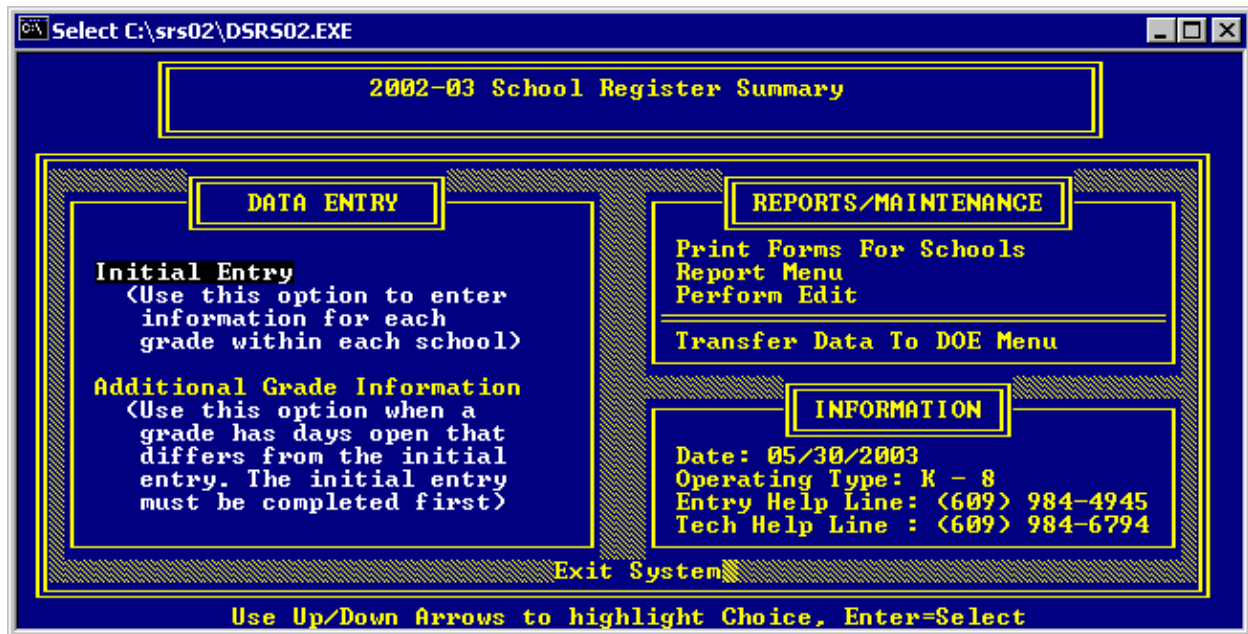


Figure 1

## INFORMATION

Verify that the name of your school appears at the top of the screen and that the data in the Information section is accurate.

Operating Type: (of your school - e.g., K - 12)

For assistance, you may call the State Department of Education between 8:15 a.m. and 4:15 p.m.:

For Entering Information: (609) 984-4945

Tech Help (for computer questions only): (609) 984-6794

Email your questions to [SRSHELP@DOE.STATE.NJ.US](mailto:SRSHELP@DOE.STATE.NJ.US)

## CONTINUE OR EXIT SYSTEM

After verifying the information section on the Main Menu, you may continue to use the program or exit the system.

To exit the system, highlight "Exit System" and press the **ENTER** key. Refer to the instructions below for accessing the program for the second and all future sessions.

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## ACCESSING THE PROGRAM - Second and All Future Sessions

To access the program in all subsequent sessions, follow the procedure below. **DO NOT REINSTALL THE PROGRAM FROM THE DISKETTE UNLESS YOU WANT TO OVERWRITE ALL EXISTING DATA ON YOUR HARD DRIVE AND BEGIN AGAIN.**

1. At the DOS prompt for the hard drive where the program is stored, enter **CD \SRS02** and press **ENTER** to change the directory to SRS02.

Example:        **C:\>CD \SRS02**

2. Enter **SRS** and press **ENTER** to access the program.

Example:        **C:\SRS02>SRS**

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## SCHOOL DATA COLLECTION INSTRUMENT

In order to have the information to enter, the charter school should first print a School Data Collection Instrument.

1. From the REPORTS/MAINTENANCE section of the Main Menu, highlight "Print Forms For Schools" and press the **ENTER** key.
2. The name of the charter school will be listed along with an "All Schools" choice. (The "All Schools" choice is there for regular school districts with multiple schools)
3. Follow the instructions on the screen to Print (or to abort printing).

Each form will list all grade categories and special education categories, and enrollment as reported in the 2002 Fall Survey for that individual school.

## SECTION IV - DATA ENTRY

### DATA ENTRY

The Data Entry section of the Main Menu consists of the following two options:

- **INITIAL ENTRY** - to be used to enter information for each grade within each school.
- **ADDITIONAL GRADE INFORMATION** - to be used when a grade or special education category has days open that differs from the initial entry.

The Initial Entry MUST be completed first.

### INITIAL ENTRY

This option must be used first for data entry by school and grade category. Only one input for each grade category is possible using this option.

NOTE: If an individual school has the same grade category but with two or more different number of days open (e.g., School #1 has one Grade 1 with days open of 180, and another Grade 1 with days open of 181), the second Grade 1 will be an input using the "Additional Grade Information" option AFTER the Initial Entry is completed.

1. With "Initial Entry" highlighted, press the **ENTER** key to select it.
2. Highlight the name of the school for which you wish to enter data and press the **ENTER** key to select it.

The Initial Entry screen for the school that was selected appears (Figure 2).

Grade	02 Fall Survey Enroll	Days Open	# of Possible Days	# of Days Present
Full-Day Pre-Kind.	0.0	0	0	0
Half-Day Pre-Kind.	0.0	0	0	0
Full-Day Kindergarten	0.0	0	0	0
Half-Day Kindergarten	0.0	0	0	0
Grade 1	0.0	0	0	0
Grade 2	0.0	0	0	0
Grade 3	0.0	0	0	0
Grade 4	0.0	0	0	0
Grade 5	110.0	0	0	0
Grade 6	114.0	0	0	0

Use Up/Down/Right/Left Arrows to highlight Choice  
Page Up=Previous Page, Page Down=next page, Esc=Main Menu

Figure 2

The Initial Entry screen contains five (5) columns, which are explained below. A reminder: **ROUNDING**: The computer diskette will only accept whole numbers for input. Round numbers to the nearest whole day.

- Column 1 - "Grade"  
Grade Categories - Grades and special education programs.
- Column 2 - "01 Fall Survey Enroll"  
Grade Enrollment-for information only. (This column is highlighted and CANNOT be changed.) These enrollment figures were reported by your school in the 2002 Fall Survey and are for EDIT purposes only. Any deviation of +/- 10% between the data you are inputting which will be calculated in the program for ADE and ADA purposes and the Fall Survey will be a warning edit only. It is only a benchmark to compare for reasonableness.
- Column 3 - "Days Open"  
Data entry is required as defined in the School Register.
- Column 4 - "# of Possible Days"  
Data entry is required as defined in the School Register.
- Column 5 - # of Days Present"  
Data entry is required as defined in the School Register.

3. Use the **Up/Down/Right/Left** Arrow keys to highlight the column where the data is to be entered. Use the **PgUp/PgDn** keys to move to the previous or next screen ("page").

Enter the data, row-by-row, column-by-column, using the completed School Data Collection Instrument for that school as your source document.

If you are going to use the numeric keypad, make certain the number lock (NumLock) is in the ON mode.

If you use the numeric keys on the alphanumeric keyboard, make certain you use the zero key (not the letter O key) and the number 1 key (not the letter l key) when entering numeric data.

If you discover an error before pressing the **ENTER** or **Up/Down** Arrow key, use the **BACKSPACE** key to erase the figure and move the cursor (to the left, character by character), and then re-enter the data.

If you discover an error after pressing the **ENTER** or **Up/Down** Arrow key, use the Up/Down Arrow key to highlight the amount and re-enter the data. (DO NOT use the backspace key first; the amount will be automatically erased as soon as you enter a number).

If an obvious error is made during input, a message will appear at the bottom of the screen indicating the problem. (See Error and Warning Messages During Data Entry section below.)

4. When finished the data entry session, press the **Esc** key to return to the Initial Entry/Select School. The school for which data was entered will be labeled accordingly.

Use the **Up/Down** Arrow or **PgUp/PgDn** keys to highlight another school for which data is to be entered or press the **Esc** key to return to the Main Menu.



### Error and Warning Messages During Data Entry

There are two types of edits performed by the program. The first is performed during data entry. The other edit is performed when you select "Perform Edit" from REPORTS/MAINTENANCE of the Main Menu. This section will explain the error messages or warnings that may appear during data entry.

An error message may appear at the bottom of the data entry screen indicating a possible problem. Depending upon the error, you will either not be able to continue data entry until the error is corrected or you will be issued a warning.

The error messages that will not allow you to continue data entry until an error is corrected are as follows:

1. The number of days present (# of Days Present) cannot be greater than the number of possible days (# of Possible Days).
2. If any of the three input fields has input greater than zero, all three fields must contain data greater than zero.
3. Program has enrollment < 1.

The warning messages that will allow you to continue at the time of input are as follows:

1. If the number of days open are greater than 210.
2. If the number of days open are less than 180.
3. Program has enrollment < 3.
4. You have entered data in a program for which there is no corresponding FS enrollment.
5. The number of days present cannot equal the number of days possible.

A message at the bottom of the screen will require you to enter "Y" (for Yes) or "N" (for No) to confirm the entry.

### Additional Grade Information

This option is used only if a school has more than one of the same grade categories with a different number of days open.

1. With "Additional Grade Information" highlighted, press the **ENTER** key to select it.
2. Highlight the name of the school for which you wish to enter additional grade information and press the **ENTER** key to select it.

The Additional Grade Information/Select Grade screen appears.

3. Highlight the grade/category desired and press the **ENTER** key to select it.

The Additional Grade Information data entry screen appears (Figure 3).

C:\srs02\DSR502.EXE

**2002-03 School Register Summary**

**Additional Grade Information**

**Grade: Grade 7**

**Days Open : 0**

**Number of Possible Days: 0**

**Number of Days Present : 0**

**Press RETURN to enter all information, ESC to abandon operation**

Figure 3

4. Enter the Additional Grade Information as follows:

Days Open

Number of Possible Days

Number of Days Present.

After the data is entered for that particular grade, a third screen will appear that recaps the additional data that was entered. (NOTE: This information must not duplicate any possible or present days reported in the initial entry.)

5. If additional data entry is required for the same school with the same grade category with yet a different number of days open, press the **ENTER** key with "New" "Days" "Open" highlighted.

If you wish to delete or change information that was previously entered, highlight the appropriate line and press the **ENTER** key. Follow the instructions at the bottom of the screen.

6. When finished entering data, press the **Esc** key until you return to the Main Menu or the menu you wish to select for additional data entry.

## SECTION V - PERFORM EDIT

### Perform Edit

The edit process performs a variety of checks to determine the relationship between various categories.

The edit can be performed at any time, but MUST be made just prior to transferring the data to the DOE diskette from your PC workstation.

To perform an edit, highlight "Perform Edit" in the REPORTS/MAINTENANCE section of the Main Menu and press **ENTER**.

If errors are found, a screen will appear that lists them. If necessary, use the **Up/Down** Arrow and **PgUp/PgDn** keys to view the errors.

These edits are warning messages indicating a deviation from the Fall Survey data or that the ADA rate may be a monitoring problem in accordance with N.J.A.C. 6:8-4.7 for districts that are not Level II and III and N.J.A.C. 6:8-5A.2 for districts that are Level II and III. The warnings are to highlight potential data entry and/or monitoring problems. They do not necessarily indicate that the data is incorrect. You must verify that the warnings are acceptable. If not, you must correct the data before submission. If correct, a report listing these warning messages will be printed when you transfer the data to the DOE diskette from your PC workstation. The Chief School Administrator must sign the printed report indicating approval.

The following are the possible error messages:

- ADE is greater than (>) 110% of enrollment (from Fall Survey).
- ADE is less than (<) 90% of enrollment (from Fall Survey).
- ADA rate is less than (<) 90% for monitoring standards.
- New Program(s) was entered with no data in FS.

Enter the letter **P** to print a copy of the edit report.

Enter **Esc** to exit the edit report menu and return to the Main Menu in order to correct the errors, if necessary.

## SECTION VI - REPORTS

The following reports can be generated at any time and printed on the printer attached to your PC:

- School/District ADE/ADA Summary - A summary by district, by school, the calculated ADE/ADA and ADA rate for 2002-2003.
- School ADE/ADA Summary - A summary of input by school, by grade/class, and the ADE/ADA for 2002-2003.
- District ADE/ADA Program Summary - A summary of program categories and the ADE/ADA for 2002-2003.

Reports can be generated through a printer only; they cannot be viewed on the PC monitor.

To generate a report, highlight "Report Menu" from the REPORTS/MAINTENANCE section of the Main Menu.

Use the **Up/Down** Arrow keys to highlight the report that is desired and press **ENTER** to select.

## Transfer Data to DOE Menu

After all data entry has been completed and the last edit has been performed successfully, you are ready to transfer the data to the Department of Education.

1. Perform edits before beginning the transfer procedure. If you attempt to transfer the data before performing the edit, the computer will display a message that the process cannot be continued until the edits have been performed and passed.

2. Select "Transfer Data to Diskette" from the transfer data menu and press the **ENTER** key.
3. Follow the instructions on the screen:
  - a. Enter the letter of your floppy disk drive (A or B).
  - b. Place any **blank** formatted diskette into the floppy drive that was selected.
  - c. Press any key when ready to copy.
4. When the copy process is complete, follow the instructions on the screen to remove the diskette. The letter of transmittal produced by the computer indicates that the transfer was made using a diskette. The letter of transmittal must be signed and submitted with the other school register summary materials.
5. Mail the diskette, letter of transmittal and any memo for applicable changes to:

New Jersey Department of Education  
Attn: Heather Leary, Division of Finance, 1st Floor  
100 River View Plaza  
P.O. Box 500  
Trenton, NJ 08625-0500